INTRODUCTION

The Florida State Fair has been providing thrilling rides, fun food, agriculture-related experiences, great entertainment and family excitement since 1904. As a member of the Florida State Fair team, you have been selected and licensed to help us continue the high standards established by the Florida State Fair. We look forward to working with you to help carry on this tradition of excellence in your operation and the environment you help create.

This manual is designed to inform you of State Fair policies, rules and procedures. The information contained in the following pages are made a part of each license agreement by reference. These are meant to foster better fair operations and it is each licensee's responsibility to be familiar with these policies, procedures and rules.

We hope that your experience at the Fair is a pleasant one. If at any time you need assistance or have a question, please contact the following:

Contact: Randall Foster
PH: 813-740-4420
Randall.Foster@FloridaStateFair.com

POLICIES

The management of the Florida State Fair reserves the right to interpret and apply these policies, procedures and rules as it deems appropriate in the best interest of the public and furtherance of the Florida State Fair Authority’s statutory duties.

The Florida State Fair, through licensing agreements, approves licenses to serve the comfort, convenience, pleasure, needs and wishes of the State Fair's large and diverse audience. Fair management reserves the right to prohibit the showing of any attraction, exhibit, concession or animal that may be falsely entered or represented, or to remove any attraction, concession, exhibit, sign, display material, merchandise, animal or advertising if it is contrary to law or a violation of the State Fair's valid interest in providing for the health, safety, protection and best interest of the public. Privileges will not be licensed, nor will business pursuits be permitted, which are not conducted safely, ethically and in a manner consistent with the mission of the Fair, as determined by the Executive Director of the Florida State Fair Authority. The primary audience of the Florida State Fair consists of families and youth. Materials objectionable to that audience may be restricted.

A violation of the terms and conditions of a license agreement or the rules, policies and procedures of the Florida State Fair may cause the full amount of a license to become due and work a revocation and forfeiture of all privileges therein granted to a licensee, in which case all sums paid or to be paid shall become the property of the Florida State Fair Authority as liquidated damages and cause will be created for expulsion of the licensee from the fairgrounds as fair management may direct. The Authority shall have a lien on all property kept, used or situated upon premises assigned for licensee use on the State Fairgrounds for any unpaid fees due the Authority and any damages sustained by the Authority by breach of license by a licensee.
State Fair license agreements, any portion(s) thereof, as well as the privileges, duties, responsibilities, obligations and interests granted therein, may not be assigned, sold, transferred, devised by will, hypothecated or otherwise disposed of, except with the written consent of the Florida State Fair; nor may licensees subcontract or sublet space or license privileges to any other person or firm. Obligations provided for in said licenses, including, but not limited to, payments for insurance, utilities and/or special services, shall remain the obligation of the initial licensee regardless of approved assignment.

All licensees are independent contractors in their relationship with the Florida State Fair. As such, all aspects of a licensee’s operation, including, but not limited to, staff conduct and appearance, maintenance of appropriate and reasonable sound levels, handling consumer complaints, hours of operation and any other requirements placed on the licensee by the State Fair are the responsibility of the licensee. The physical, on-site presence of the licensee, or State Fair approved representative of the licensee, is a condition precedent to the granting of a license. In the event a licensee should sell all or part of its attraction, concession and/or exhibit to a third party and/or the current owner(s) should, for any reason, cease to be active in the daily management and operation of same, the State Fair, at its sole option, shall have the right to terminate its license by giving the licensee thirty (30) days written notice.

The State Fair shall designate the area(s) where each licensee may present their attraction, concession and/or exhibit during the State Fair. The location(s) shall be selected solely by the Florida State Fair and the State Fair, through its duly authorized agents or officers, shall at all times have free access to each licensee’s area(s) of operation for the purpose of inspection and to insure compliance with license terms and conditions, as well as State Fair rules, policies and procedures.

SALES TAX: Florida law requires the payment of sales and use tax to the Florida Department of Revenue, on behalf of the State. Sales tax should be itemized separately on price signs, lists, menus and tags. If you include tax in the selling price, you must post a sign, or indicate on your menu, that "all prices include sales tax" so customers know they are being charged tax. Representative(s) of the Florida Department of Revenue will receive a list of vendors after close of fair.

CRAFTER’S EXHIBIT OFFICE: The Crafter’s Exhibit Office is located in the Southwest corner of Special Events Center.

CONCESSION CASHIER’S WALK-UP WINDOW: Exhibitors and concessionaires can secure needed change at a local bank or at our Walk-up-Window located on the west side of the Administration Building, at the designated times of: 9-11 a.m. & 2-4 p.m. (subject to change without prior notice). Please Note: Cashier’s window is for making change only and is not equipped to cash checks.

MAIL AND PACKAGE DELIVERY: There is no post office on the Fairgrounds. Incoming mail must be addressed to you, your exhibit, in care of the Florida State Fair, 4800 US 301 North, Tampa, FL 33610, is to be picked up at the delivery station located at the Orient Road Entrance. For UPS and FedEx packages, contact the Exhibitor Services firm directly for delivery and pick-up information. All merchandise must have your name, company name on your contract and booth number, if applicable.

TELEPHONES: If you should require temporary telephone service in conjunction with the Fair please place your order with the FSFA switchboard at (813) 621-7821. Please be prepared to give both your in-service and out-servicedates.
PETS: NO pets are permitted within indoor exhibit space areas or within the interior of the public patron areas of the Fairgrounds unless service animals! All pets shall be kept inside trailers or closed living quarters. For outdoor exhibitors, any pets outside must be kept in pens with roofs. Pets may be on leashes, as long as the person responsible for the conduct of the animal is nearby.

DECORATING COMPANY: The Fair Authority has contracted with Suncoast Convention Services to provide decorator and exhibitor services for the Fair. They will be available to take pre-show orders at a discounted rate 30 days in advance and floor orders at standard rates during exhibitor move-in for the rental of tables, carpeting, chairs, drapes, stanchions, etc. during exhibitor move-in. Their service desk is located in the Southwest Corner of Special Events. Prior to the Fair, the decorator will mail information concerning the contracted space to exhibitors at the address on the Crafter's/Concession/Exhibition Agreement.

CREDENTIALS OFFICE: All concessionaires/exhibitors must have the proper credentials before entering the Florida State Fairground property. The Credentials Office is located near the Orient Road Gate.) All exhibitors will be required to wear the Florida State Fair photo I.D. badge. With each 10x10 booth space two badges are issued free. Additional exhibitors must pay $45 each for their I.D. badge, regardless if it is purchased for only one day of the Fair, or all. Note: I.D. badge must be worn at all times and serve as your ticket to the fair each day.

A limited amount of parking is available in Yellow Lot during the Fair. All exhibitor vehicles and stock trucks/trailers parking in the Yellow Lot must have a permit or they will be towed at the owner’s expense. Parking is free and exhibitors are welcome to park in patron parking. Exhibitors should enter through 301 gate.

DELIVERY HOURS: Beginning at 7:30 a.m. supplies, vendors, exhibitors and/or concessions may use any type vehicle to supply or re-supply their units. After 9:30 a.m., (8:30 a.m. on Fridays, Saturdays, Sundays) all delivery vehicles (except hand carts) must be removed from the inner grounds. Any other delivery vehicle on the inner grounds after 9:30 a.m. will be removed at the expense of the owner/operator. Plan to have your exhibit manned early enough to receive deliveries during morning delivery hours and coordinate your requirements with your supplier.

HOURS OF OPERATION: Entrance gates open at 8 a.m. on Fridays, Saturdays, and Sundays. The Special Events building hours of operation are:

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<th>Day</th>
<th>Hours</th>
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<td>Thursday (opening day)</td>
<td>10 a.m. – 9 p.m.</td>
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<td>Friday</td>
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<td>Saturday</td>
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<td>Monday-Thursday</td>
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GOLF CARTS AND SIMILAR VEHICLES: Jeffrey Allen, Inc. is onsite at the Fairgrounds to rent golf carts for the Florida State Fair. You may not rent a golf cart outside of the Fairgrounds to use during the Fair. Every golf cart must obtain a permit from the Credentials Office. Only carts with permits will be allowed to operate on the grounds and shall comply with the following:
a) Permit and number must be prominently displayed.

b) Golf carts are not permitted in pedestrian areas after 9 a.m. They may use the perimeter roads ONLY.

c) Golf carts shall be operated by responsible licensed driver at safe, reasonable speeds.

d) All carts, except first aid, shall cease operation on all main walk areas when these areas become overly crowded; after 9 a.m. each morning and if earlier.

Vehicle owners/drivers who do not comply with these rules risk impoundment of vehicles for the duration of the Fair. Violator(s) future contracts or privileges may be in jeopardy.

CLEANLINESS: We take the appearance of our buildings and grounds seriously at the Florida State Fair, and to keep our facility in top shape we must have your cooperation. All exhibitors are responsible for keeping their booth and area immediately adjacent to them clean and trash free. Each night immediately after closing, each booth should be cleaned. For your convenience, trash may be swept into the aisles for pickup by the night cleanup crews. Empty boxes must be collapsed. For security reasons, cleanup crews are not permitted to enter or clean the inside of any booth. If an exhibit requires cleanup (other than at night after closing) the persons manning the booth are responsible for cleaning and placing the trash directly into available trash receptacles.

PRICING: Pricing for Exhibitor space for all Special Events Arts & Crafts exhibitors for the purpose of selling merchandise or a service will be based on size and location of the space leased. Exhibitors are responsible for any applicable federal, state, city, and or county taxes that may be levied as a result of their operations or activity.

SOLICITATION AND ADVERTISING: Exhibitors shall exhibit, sell, or give away, only such items as are listed on the Arts & Crafts Exhibits Contract. Exhibitors are to operate only within the confines of the assigned area authorized by their Concession/Exhibition Agreement. Handmade signs are prohibited. Signs or advertising material of any kind that is deemed objectionable by the Fair will be removed without liability to the Fair. Exhibitors will not provide derogatory information regarding another Exhibitor or product that is being displayed or sold at the Fair.

All persons, groups or firms that desire to sell, exhibit or distribute materials during the annual Fair or any non-fair event shall do so only from a fixed location on the fairgrounds as authorized by written agreement with the Florida State Fair Authority.

The sale, posting or distribution of any merchandise, products, promotional items, printed or written material, except as authorized by Contract or agreement with the Florida State Fair Authority shall be prohibited. Authorized merchandise, products, promotional items and printed or written materials may be offered to any Fair patron, employee, guest or visitor from the fixed location.

The operation or parking of any sound trucks, or vehicles upon which any advertising signs, political or otherwise, have been affixed in any manner shall be prohibited inside and outside of the fenced-off areas of the Fairgrounds. Nothing in this rule shall be construed as applicable to lettered service trucks advertising a firm or its products while making necessary deliveries of merchandise or service to concessionaires, commercial or institutional Exhibitors on the Fairgrounds, or the normal advertising on bumpers and windows of motor vehicles. Violation of this rule is grounds for cancellation of space.

CONCESSION/EXHIBITION AGREEMENT: April 1st is the deadline for making any changes to the Concession/Exhibition Agreement Changes requested after this date will be assessed an additional $50.00 administrative processing charge. Any such requested changes may be denied by the Fair Authority, at its sole discretion.
INSTALLATION OF EXHIBITS: Installation of exhibits may begin on the Monday, April 19th before the first day of the Fair, and continue through Wednesday, April 21st 8 a.m. to 5 p.m. each day. General building and Fire Watch security will be on 24-hour duty starting two days before the Fair. All exhibits must be complete and in place no later than 5 p.m. on the Wednesday before the opening of the Fair.

Before designing your exhibit, please note the following rules and regulations:

a) Special Events booths will be provided with the following: 8’ Backdrop, 3’ side drapes on each side, a booth number sign and one 20 amp electrical outlet.
b) Nothing in the front portion of your booth (or within 5’ of the front) may exceed the 4’ height restriction. The Exhibitor shall not permit their exhibit to obstruct the view of an exhibit in an adjoining Exhibitor’s space, nor permit such exhibit to be operated in any manner objectionable, in the opinion of the Fair, to adjacent or surrounding Exhibitors.
c) Any part of your display over 4’ in height should be placed to the rear of the booth (within 5’ of the back drop). Exception - if you have 20’ or more of leased continuous space, the center portion may be 4’ high, as long as the nearest point of the high frontal area is 10’ or more away from your neighbor on either side.
d) Free standing displays, signage or lighting within the interior of the space, no matter the location, can be no higher than 8 ft. high. Advance written approval from the Fair Authority must be obtained for any variance to these restrictions.

Call the Fair Authority at (813) 740-4420 if you have questions about design before you start construction on an exhibit that may not comply with the rules.

*In order to ensure safety of all guests and easy flow of traffic in the exhibit hall aisles, please make sure your patrons do not block the aisle as you promote or demonstrate your products. If your demonstration causes a crowd to gather in the aisle, please encourage your patrons to gather within your contracted exhibit space or change the method of your demonstration in order to keep the aisle open and safe for Fair guests.

CONDUCT OF EXHIBITORS: Each Exhibitor is expected to deal honestly and fairly with the public and any attempted fraud, deception or misrepresentation will be considered sufficient cause for revoking the Exhibitor’s contract. Negative attitudes, excessive unfounded complaining, etc. are not welcome and will not be tolerated. Your booth should be properly manned at all times.
during exhibit hours. An unoccupied booth has very little value to you or to our patrons and pilferage may occur when booths are not manned. All Exhibitors must confine activities to within the limits of the space allotted to them. Sales people and demonstrators are prohibited from operating in the aisles and from extending their activities into the aisles. Violations may result in immediate termination of contract.

Misrepresentation of any type, including, but not limited to, attraction, exhibit or concession ownership, products and/or services offered, operation, mechanical condition or appearance in the registration process or photographs provided therewith, shall be grounds for license cancellation, forfeiture of any payments made and immediate removal from the State Fairgrounds; in which case the affected licensee shall waive all claims for damages against the State Fair, its officers, agents and employees.

Smoking is strictly prohibited in all public buildings on the Fairgrounds. Drinking alcoholic beverages in booth is not permitted.

**FIRE HAZARD REQUIREMENTS:** All food concessions are required to have workable fire extinguishers in their booths. Stands with cooking facilities are required to also have a grease trap installed or attached. Under no circumstances will grease be poured onto the grounds or into sewers. Grease barrels are provided. Use them to dispose of excess grease. All decorations and booth materials must be flameproof and subject to test and approval by the Fire Marshall.

**SOUND SYSTEMS:** Sound systems (loudspeakers, amplifiers, radios, broadcasting devices, music systems or instruments) may not be used or operated unless permission is first obtained from the concessions & exhibits department. If approved, such systems and equipment will be controlled as to volume levels, operation hours, location and manner of operation by the Florida State Fair. Approved sound and music systems or instruments; i.e., organs, pianos, etc., must be kept at volume levels that do not disturb normal business in adjoining attractions, exhibits and concessions or activities in adjacent public space. State Fair management discretion will be final in all such circumstances and they reserve the right to revoke permission to use such equipment if these provisions are not observed. (If you would like to use sound equipment of any kind, check with the FSFA concessions & exhibits representatives for approval.)

**DRAWINGS FOR GIFTS OR PREMIUMS:** All drawings, give away offers, free registrations or similar inducements must be approved in writing by the Fair Authority prior to the opening of the Fair. Exhibitor must notify management of the time and conditions of drawings and furnish names and addresses of any and all winners immediately following the drawing. Under no circumstances may the exhibitor use the name of or implicate the Florida State Fair in a promotion of this type. All drawings must be made prior to 7PM closing night. An official of the Fair may be present when the drawing is made. It is the exhibitor’s responsibility to deliver the prize, gift or premium to the winner within 20 days after the drawing. The prize, gift or premiums must be absolutely free with no additional payment of money or other consideration required by the winner. Fair employees, exhibitors, their employees or immediate family members are not eligible to participate in drawings for prizes, gifts, or premiums.

**EQUIPMENT SAFETY:** Machinery in motion must be located safely inside of Exhibitor’s space with adequate safeguards. Exhibitor with machinery exhibits shall be fully responsible for injury or damage to persons or property of others.

Cylinders containing or used for commercial gas must be strapped, bolted or chained securely into position. Under no circumstances will bottle gas cylinders be permitted inside the buildings larger than the 1 pound size. Helium is the only other gas permitted and tanks must be strapped.
Each installation requires approval by the Fire Marshall and sometimes the Fire Marshall will not permit any cylinders containing propane (or similar gas) to be used inside any building. Check current rules.

SECURITY: It is to the benefit of the exhibitor to have their booths properly manned. Security in the booths is the responsibility of the exhibitor. The Fair Authority will in no way be responsible for the property of the exhibitor or concessionaire. Valuable merchandise should be secured at night under lock and key or removed to a safe location by the Exhibitor.

REMOVAL OF EXHIBITS: Unless otherwise authorized by the Fair Authority due to weather, etc., all exhibits must remain in operation closing night until the following listed times: Special Events, Special Events Center and Florida Center buildings remain open until 9 p.m. on the last day of the Fair.

No official release is required. If you have fulfilled the terms of your contract you may dismantle your exhibit (at the above stated time) and remove it from the grounds whenever traffic is safe and manageable. However, no vehicles will be permitted in public pedestrian areas of the Fairgrounds until after 12:00 midnight unless specifically authorized by the Fair Authority. If an Exhibitor does not maintain their display until 9 p.m. on May 2, 2021 they will be charged a $250 Early Move Out penalty fee.

* Please Note: All exhibits inside the Special Events must be removed by 5:00 p.m. on the Monday following the close of the Fair. Materials left after this time will be disposed of.

On closing night, the buildings will remain open until 11 p.m. for removal of exhibits; hours on Monday are from 8 a.m. – 5 p.m. We provide security and attempt to guard against theft but you can greatly reduce the risk with a little prudent planning. If possible, have a second party stand by in your exhibit until all items are removed.

Vehicles will not be allowed on the inner grounds prior to 12 Midnight unless specifically authorized by the Fair Authority. Violators noted will automatically lose their privileges to exhibit the following year.

Each exhibitor is requested to pay particular attention to small items during dismantling time. It is impossible to completely secure the grounds or determine just which items belong to which exhibitor.

UTILITY SERVICE / ELECTRICAL: General illumination will be provided by the Fair for the exhibit buildings. For additional electrical hook-ups, applications must be made through the Florida State Fair Electrical Service Form.

Electrical and safety standards of all booths must comply with state and local codes. To insure compliance, no electrical connections will be made until an inspection has been conducted by a Fair’s electrician. ONLY a Florida State Fair electrician or its exclusive electrical contractor may make connection with or disconnect from Fair electrical circuits.

If additional labor or materials are required to bring the participant's fuse box or internal wiring up to code standards, such expenses must be paid by the applicant. Prices for electrical hook-ups are available on your contract application. Make your requirements for special power known to management so that you may be serviced with minimum delay and cost.
Additional Information:

The product(s) listed on your agreement to exhibit are the only product(s) you will be allowed to sell during the Fair. If you desire to modify this product listing, please notify us in writing. No Exhibit/Concession shall be considered “EXCLUSIVE” unless so stipulated in the license agreement.

A Receipt for the merchandise must be given at the time of the sale. The name, phone number, and contact name of the exhibitor must be printed on the receipt.

I understand that the 2021 Craftsman Marketplace is held in conjunction with the 2021 Florida State Fair and agree that the Florida State Fair is not liable or responsible for any delay, change of dates or cancellation of the 2021 Florida State Fair due to the following force majeure events: (a) acts of God; (b) flood, fire, earthquake; or (c) other potential disaster(s) or catastrophe(s), such as epidemics, or explosion.